

School Absence for Religious Reasons Request Form

Isothermal Community College recognizes the right of students to be absent from class for religious reasons. Students may request a maximum of two excused class days per academic year for observances required by their faith. In accordance with this right the president will establish procedures for requesting, documenting and excusing religious absences.

For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. For the purposes of this policy, if any portion of a class day is missed that day will be counted as one class day absence. An absence in an online course will be counted as a day if the course specifies participation on a particular day or during a specific time frame. A day of religious observance is defined as an observance that is part of a sincerely-held religious belief.

Students requesting absence from class for religious observance must complete the form below and obtain approval at least two weeks prior to the date of the absence. Completed forms should be submitted to the records office for approval and the student should then notify the instructor of each class missed. Students who miss class for a religious observance will be granted the opportunity to make up work, complete alternate assignments or use the absence as a dropped grade as determined by the instructor.

Request for Religious Observance Absence

Today's date	Student Name	Student ID
First Requested date of absence	Second Requested date of absence	
Date previously absent for religious observance		

Records Office Verification

_____	This is the first religious observance absence requested by this student in the current academic year.
_____	This is the second religious observance absence requested by this student in the current academic year. Date of first requested absence _____
_____	Request approved
_____	Request denied
_____	Student has already requested two absences
_____	Request was not submitted two weeks in advance of the date.

Records Office Staff Signature	Date
--------------------------------	------

Instructor Notification- Student Note: It is the responsibility of the student to discuss the method for making up time for each class missed with the instructor and obtain signatures. Student will keep the copy of the signed form for their records.

Instructor Signature	Date	Instructor Signature	Date
Instructor Signature	Date	Instructor Signature	Date